

City of Santa Fe Arts Commission Community Arts Development Program Application for Funding



The City of Santa Fe Arts Commission is currently accepting applications for funding through the Community Arts Development Program (CADP). This program funds community-based organizations and projects of high artistic quality that provide arts services to the local community. Education through the arts projects in schools and other settings are eligible to apply. During the 2006-2007 funding period, we are particularly interested in projects which emphasize:

- Facilitating the presentation of the artistic work of Santa Fe residents in neighborhoods and the south and west parts of the city;
- Making school children aware of the artistic heritage of Santa Fe;
- Encouraging people who live on the south and west sides to attend arts events in the north and east, and vice versa;
- Promoting dialogue and the sharing of experiences between parts of the community that do not usually interact; and
- Creating events that will result in greater unity of the community through a new appreciation for people of different backgrounds.

Informal groups who would like to apply for funding are encouraged to do so utilizing the services of a fiscal agent.

Funding requests are limited to \$8,000 or less.

[Please note that organizations funded through the Community Arts Promotion Program (CAPP) are not eligible to apply in CADP. Organizations funded through the Special & New Projects Program may apply for a different project.]

Groups who are considering applying for funding are strongly encouraged to contact the Arts Commission at 505-955-6707, prior to submitting an application. Staff is available to help ensure a group and its project is eligible for funding.

Application Dates

Application Review WorkshopsWednesday, August 16, 2006,
5:30 pm
120 South Federal Place, Room 326

**Deadline for ApplicationsWednesday, September 6, 2006,
5:00 pm**

Please note this is not postmark deadline. Late applications cannot be accepted.

Grant Review PanelThursday, October 5, 2006, 8:30 am
120 South Federal Place, Room 326

Arts Commission ReviewTuesday, October 10, 2006, 3:00 pm
120 South Federal Place, Room 326

(The above dates, times and locations are subject to change.)

Applicants are encouraged to attend meetings related to the review of application.

Eligibility Requirements

- With rare exception, only Santa Fe-based organizations will be funded.
- Generally, only arts organizations or organizations with an art component will be funded.
- Projects must take place in the northern portion of Santa Fe County. (Madrid/Galisteo to northern boundary of county)
- Organizations must be a federally recognized nonprofit with an IRS 501(c)3 status; a public agency (as defined in NMSA Section 11-1-1 or any county, state or education institution specified in Article 12, Section 11 of the NM Constitution.); or apply through a fiscal agent. (See “Using a Fiscal Agent” below.)
- Organizations must have a State of New Mexico Incorporation Certificate and be in good standing with the New Mexico Public Regulation Commission.
- Organizations must have had their nonprofit status and State of New Mexico Incorporation Certificate for at least two years prior to the application deadline or apply through a fiscal agent. (See “Using a Fiscal Agent” below.)
- Organizations (or their fiscal agent) must have a New Mexico CRS number and a current City of Santa Fe Business Registration.
- City of Santa Fe-operated programs are not eligible.

Organizations that receive funding will be required to enter into a City of Santa Fe Professional Services Agreement. (A copy of the agreement is available upon request.)

Using a Fiscal Agent

Groups or organizations that do not have nonprofit and tax-exempt status, or have had it for less than two years, are encouraged to apply through a fiscal agent that meets all the eligibility requirements. The fiscal agent becomes legally responsible for the completion of the project, submission of all reports, and receipt and proper management of Arts Commission funds.

The fiscal agent's role is strictly administrative; it is not a partner or collaborator in the programmatic or artistic content of the project. The donation of goods or services by the fiscal agent (such as in-kind space rental or administrative services) may be included as part of the applicant/fiscal agent relationship. In instances where the relationship between applicant and fiscal agent extends beyond these parameters, the organization that meets the eligibility requirements must submit the application for funding under its own name.

Collaborative projects

Through its funding programs, the Arts Commission wishes to encourage and support projects that are collaborative in nature. However, applications for collaborative projects must meet all the funding guidelines and policies. Therefore, applications that involve projects, programs and events that have already been funded during the same year cannot be accepted. Further, applications in which a Community Arts Promotion Program-funded organization or project is a primary partner are not eligible for funding. For more information, contact the Arts Commission.

Project Requirements

All Arts Commission funding must support the project's public component(s) during the funding period; we do not provide general operating support. Examples of public presentations include:

- Performances
- Productions
- Exhibitions
- Art markets, fairs and festivals (i.e., indoor or outdoor community celebrations of the arts)
- Workshops or conferences

All public presentations must be open and accessible to the general public.

What Cannot be Funded

The Arts Commission cannot fund certain projects and project elements. These include:

- Demonstration and master classes
- Scholarships and fellowships
- Closed subscription series
- Projects which are part of a post-secondary academic degree program
- Awards (ribbons, trophies, prizes, etc.)
- Deficits and debt reduction (including finance charges, loan fees, etc.)
- Meals, catering, lodging or transportation

- Capital expenses (including the purchase of equipment or real property, labor or materials costs for renovations, remodeling or new construction, etc.)
- Tuition assistance for college, university or other post-secondary formal course work
- Fund-raising (events, personnel, merchandise, etc.)

In many instances, the larger project budget or organizational budget may include some of these elements. However, Arts Commission funds cannot be applied toward these costs.

Application Review Process & Criteria

The Arts Commission staff reviews all applications for eligibility and completeness. Then a Grant Review Panel representing various areas of expertise and the Arts Commission review all eligible applications during separate public meetings (see “Application Dates”).

All applications are reviewed based on established criteria. The criteria are weighted equally, based on a scale of 1 (low) to 5 (high).

As a body, the Grant Review Panel and the Arts Commission each have up to 50 points to award an application. A minimum combined score of 70 points is necessary to be considered for funding in any category. However, receiving the minimum score does not guarantee receipt of funding.

Applications are reviewed based on the following criteria:

Evidence of Artistic and Administrative Quality (Reviewed by Grant Review Panel)

- Standards of artistic excellence
- Administrative and financial capability
- Quality of outreach/education program(s)

Evidence of Community Impact (Reviewed by Arts Commission)

- Promotion and marketing of the project to the community
- Cultural impact on the community
- Outreach/educational opportunities for the community

Using the combined scores and rankings as a guide, the Arts Commission makes funding recommendations. All awards are based on the availability of tax dollars and funding.

Requirements

Organizations and groups receiving funding must comply with certain requirements. Potential applicants should carefully read through the requirements below to ensure they would be able to meet them if funded.

The requirements

Matching Funds

Organizations must match the contract amount dollar-for-dollar. The type of matching funds required is based on the organization's annual cash operating budget as follows:

Over \$100,000 = 90 percent cash and up to 10 percent in-kind

\$100,000 to \$25,000 = 50 percent cash and up to 50 percent in-kind

Less than \$25,000 = any combination of cash and in-kind

Cash is defined as income generated through ticket sales, program advertising, budget allocations, fundraising, pledges, grants, miscellaneous contributions, memberships, etc.

I is defined as contributed goods or services of value that are necessary for the project and for which the organization would have had to pay if they were not contributed.

Funds from other City of Santa Fe sources cannot be used as a match for Arts Commission funds.

Credit Line and Logo

The credit line "Partially funded by the City of Santa Fe Arts Commission." must be present on all printed publicity, promotional and program materials related to the funded project. Additionally, the Arts Commission's logo must be on all printed publicity, promotional and program materials as well as be displayed at the organization's offices and events. Failure to include the appropriate credit line and logo can result in the termination of the contract and the revocation of funding.

Reporting

Organizations are required to submit a "Final Fiscal Report" and a "Final Narrative Report" at the conclusion of the project. Ten percent of the total funding award will be withheld until acceptance of the final report by the Arts Commission (Potential applicants may request a "Reporting Packet" to receive detailed information about the required reports.)

There are no exceptions to the reporting requirements.

Failure to submit an acceptable Final Fiscal Report or a Final Narrative Report will render an organization ineligible to apply for Arts Commission funding for a period of five (5) years from the due date of the report.

Upon completion of the five-year period, an organization may petition for reinstatement by submitting a letter which a) explains the circumstances why an acceptable Final Fiscal Report and a Final Narrative Report was not submitted and a reporting plan which b)

delineates the steps the organization and its board of directors will follow to ensure that a Final Fiscal Report, Final Narrative Report and other required documents will be submitted. The letter and reporting plan must be received three months prior to submitting the next application. The Arts Commission will make the final determination regarding reinstating an organization.

Reinstated organizations will be held to a two-year probationary period during which time a payment plan will establish the partial payments to be made during the funding period. This plan will be based on the completion of project components, achievement of project milestones and adherence to the Final Fiscal Report and a Final Narrative Report reporting requirements. Additionally, 25 percent of the total funding award will be withheld until the acceptance of a final report by the Arts Commission.

Organizations that petition for reinstatement and fail to adhere to reporting requirements and their reporting plan will be deemed permanently ineligible and barred from future funding. The Arts Commission will make the final determination.

Evaluation

Organizations will be asked to provide performance/event tickets to the Arts Commission for the purpose of evaluation and/or familiarity with the project.

Non-Discrimination

Organizations agree to comply with the President's Executive Order No. 11246 as amended.

Financial Records

Separate financial records must be maintained by the organization for any project that has been contracted with the City of Santa Fe. These records must be kept on file during the contract period and for a minimum of three fiscal years after the end of the contract. They are subject to local, state, and federal audits at any time.

Payment Process

The Arts Commission cannot pay for services until they are rendered; payments are made on a reimbursement-basis only. Ten percent (10%) of the total funding amount is withheld until the project is completed and all reports have been approved. Organizations may request partial payments of up to 90% of the funding amount in stages prior to the completion of the project.

Application Instructions and Documents

Please read all the application guidelines and instructions carefully before you begin completing your application. The guidelines and instructions are available on the City of Santa Fe website (www.santafenm.gov) or via email (artscommission@santafenm.gov). Arts Commission staff is available to answer any questions you may have by calling 505-955-6707.

General Information, Form A

A form is provided for this section of the application.

This form collects basic information about your organization and the project.

Applicant: Type your organization's name, address and web address in the spaces provided. The name provided here should be identical to the applicant's legal name in the IRS 501(c)3 status letter. If you use a popular name that is different from your legal name, note that name in the space below the official IRS name.

Business Registration #: This is the number issued by the City of Santa Fe Business Registration office when issuing your annual business license. It should begin with a "06."

New Mexico CRS #: This number is issued by the New Mexico Taxation and Revenue Department.

Project Director: This is the person responsible for implementing the project. He or she should also be able to answer any questions about the application. Please complete the information as indicated. Be sure to include an email address as this is the primary way the Arts Commission communicates with applicant.

Fiscal Agent: Complete this section only if you are utilizing a fiscal agent.

Authorizing Official: Provide the information requested for the eligible organization's board president. (In the case of organizations using a fiscal agent, this is the fiscal agent's board president.)

Project Title: Provide the title of the proposed project as well as the project period. (All projects must begin no earlier than November 1, 2006 and be completed by May 31, 2007.) Indicate the amount you are requesting from the Arts Commission (cannot exceed \$8,000) as well as where the project will take place and the approximate seating capacity of the venue.

Project Summary

No form is provided for this section. Applicants should provide the information on a single-sided sheet of 8 ½" x 11 paper with a one-inch margin. Please type your answers using a font size no smaller than 12 point and a standard font (Times New Roman or Arial). Please provide your official IRS name at the top of each page.

In no more than 250 words, briefly describe the project. You should include information such as key activities, the artist to be involved, the target population, dates and venues, and a summary of educational/outreach elements.

Narrative

No form is provided for this section. You may use up to three 8 ½"x 11" single-sided sheets of paper, with a one-inch margin, to answer the following questions. Please type your answers using a font size no smaller than 12 point and a standard font (Times New Roman or Arial). Please provide your official IRS name at the top of each page.

1. What is your organization's mission statement or the purpose of your group?
2. How does this project support your organization's/group's goals?
3. Is this a collaborative project with other organizations? If yes, please describe in detail the specific roles and responsibilities of each partner.
4. What is the cultural impact of this project on the community?
5. What need does this project address?
6. What methods will you use to evaluate the artistic quality of this project?
7. Who is the intended audience for this project? (Be specific in terms of actual numbers of ethnicities, geographic locations, special needs, ages, etc. Please do not use percentages.)
8. How will the project reach under-served and special-needs populations?
9. What is your plan for marketing and promoting the project to the community and how will you evaluate the effectiveness of these efforts?

Project Budget, Form B

A form is provided for this section of the application.

This form asks for specific budget information related to the project budget (not the organizational budget.)

Applicant: Please provide the official IRS name of the applicant.

Amount Requested from the City of Santa Fe Arts Commission: Enter the total amount of funding requested from the Arts Commission. This amount cannot exceed \$8,000 and must match the amount indicated on Form A.

Income for this Project: This portion of the budget identifies the income sources that the organization will use to fund the project. Earned Income is revenue generated by the applicant (ticket sales, memberships, merchandise, etc.) Unearned Income is financial

support given to the organization (grants, donations, etc.) Provide the totals for the income sources identified. Then provide an income total.

Secured or Committed Income Total: Of the total income noted above, provide the amount that the organization has secured or committed as of the time of this application. Do not include income which the organization must still earn or for which it must approach donors/submit applications.

Total In-kind Income: Indicate the amount of in-kind income the organization anticipates will be applied to the project. In-kind income is any donated good or service for which the organization would have to pay, if it were not contributed to the project. Please note that corresponding in-kind expenses must be noted in the expense section of the budget.

Expenses for this Project: This portion of the budget identifies specific project expenses and the income source from which the organization plans to pay for them. For each line item, indicate the amount budgeted for project expenses under the column in which the expenses will be applied (“Applicant,” “City,” and/or “In-kind”). In the final column, provide the total for each line item. At the bottom of the section, provide a total for each column. Be sure the total amount in the “City” column matches the “Amount Requested from the City of Santa Fe Arts Commission” and that the “In-kind” total matches the “Total In-Kind Income” indicated in the income section of the budget.

Total Cash Expenses: Add the “Applicant” and “City” totals.

Financial Information, Form C

A form is provided for this section of the application.

This form asks for financial information related to the organizational budget (not the project budget.)

Applicant: Please provide the official IRS name of the applicant.

Organizational Budget Information: Provide the day, month and year on which your fiscal year begins and ends. For each fiscal year indicated, please provide the earned and unearned income totals for the entire organization. Then provide an income total (earned + unearned). Indicate the total organizational expenses. By subtracting the total expenses from the total income, provide the surplus or deficit for the fiscal year.

Budget Explanation: Using the space provided, explain the budget information presented.

Artistic and Administrative Biographies

No form is provided for this section. You may use up to three 8 1/2”x 11” single-sided sheets of paper with a one-inch margin. Please use a font size no smaller than 12 point and a standard font (Times New Roman or Arial). Provide your official IRS name at the top of each page.

Provide brief biographies of key artistic and administrative individuals who will be involved in the project. Individuals may be staff, contractors or volunteers. Be sure to highlight their relevant educational and professional experiences.

Board List

No form is provided for this section. You may use an 8 ½"x 11" single-sided sheet of paper with a one-inch margin. Please use a font size no smaller than 12 point and a standard font (Times New Roman or Arial). Provide your official IRS name at the top of the page.

Submit a list of board members. (Organizations applying through a fiscal agent may submit an advisory committee list.) The list should include the name, profession, and city/town of residence of each board member. Using an asterisk (*), note ethnic members (e.g. Hispanic, Native American, African-American, Asian-American, etc.)

IRS Exemption Letter

(If applying through a fiscal agent, please submit this information for the fiscal agent.) Provide a copy of the IRS letter granting your organization 501(c)3 status noting an effective date at least two years prior to the application deadline. Please include any relevant addenda or amendments.

Incorporation Certificate

(If applying through a fiscal agent, please submit this information for the fiscal agent.) Provide a copy of your State of New Mexico Incorporation Certificate. This is a one-page document issued by the State Corporation Commission. It must be dated at least two years prior to the application deadline.

Fiscal Agent Agreement

(Submit only if you are applying through a fiscal agent.) Please include a written agreement between your organization and your fiscal agent. The agreement should include the terms for payment disbursement and the fee to the fiscal agent. It must be signed by both organizations' authorizing official.

Artistic Samples and Key

Please include up to three (3) minutes of artistic samples which demonstrate the artistic quality of your organization. You may submit audio tapes, video tapes, DVD's, 35 mm slides, and/or digital images on CD-ROM. Total viewing time for all samples cannot exceed the allotted three minutes.

Be sure that your official IRS name is written on each sample.

Cue all audio and video tapes to the correct starting point.

35 mm slides should be labeled with the organization's name and a number indicating the order of projection. Slides should be submitted in plastic slide protector sheets.

Digital images must be presented in a PowerPoint presentation and cannot include any text.

You may use up to two 8 ½”x 11” single-sided sheets of paper with a one-inch margin to create a sample key. Please use a font size no smaller than 12 point and a standard font (Times New Roman or Arial). Provide your official IRS name at the top of each page.

The sample key should list the order in which the sample should be reviewed. For each sample indicate the title, date, artist, media, dimensions and length of the sample. At the bottom of the page you may provide a brief (no more than 100 words) explanation of the samples.

Promotional and Critical Review Samples

You may submit up to 3 samples of your organization’s promotional materials and/or examples of critical reviews from past projects. These samples will be used to help judge the effectiveness of marketing and promotion efforts as well as overall artistic quality.

For samples which can be reproduced in black and white on a single-sided 8 ½” x 11” sheet of paper, please submit an original plus two copies.

Samples which are color copies, bound, odd-sized, or double-sided, please submit 16 copies each placed in a 3-hole punched plastic sheet protector. This allows each reviewer to see an original copy of the materials.

SASE

Please provide a self-addressed stamped envelope (SASE) in which we may return your artistic samples. We cannot guarantee the return of samples if an SASE is not provided.

Community Arts Development Program Application Application Checklist

Provide an original plus two copies of the completed application assembled in the order listed below. Place the checklist on top of the original. Please do not staple or paperclip your application. (Note that you need to provide only one copy of the artistic samples.)

- ☐ **General Information, Form A**
- ☐ **Project Summary**
- ☐ **Narrative**
- ☐ **Project Budget, Form B**
- ☐ **Financial Information, Form C**
- ☐ **Artistic and Administrative Bios**
- ☐ **Board List**
- ☐ **IRS Exemption Letter**
- ☐ **Incorporation Certificate**
- ☐ **Fiscal Agent Agreement**
- ☐ **Artistic Samples and Key**
- ☐ **Promotional and Critical Review Samples**
- ☐ **SASE**

All applications must be received (not postmarked) by Wednesday, September 6, 2006 at 5:00 p.m. local prevailing time. Late applications cannot be accepted.

Submissions may be mailed to: City of Santa Fe Arts Commission, PO Box 909, Santa Fe, NM 87504-0909, Attention: Community Arts Development Program

If using a third party carrier (UPS, FED-EX, etc.) or hand delivering a submission, please deliver to: City of Santa Fe Arts Commission, 120 South Federal Place, Room 314, Santa Fe, NM 87504

Please note that “overnight delivery” will be determined to be ineligible if delivered late, no matter if it was the carrier’s fault. Please include lead-time when utilizing “overnight delivery” options.

Community Arts Development Program Application General Information, Form A

Please read the instructions for this form before you start.

Applicant (official IRS name):

Popular name (if different):

Mailing Address:

Web Address:

Business Registration #:

New Mexico CRS #:

Project Director:

Title:

Email:

Telephone:

Fax:

(Complete this section only if you are using a fiscal agent.)

Fiscal Agent (official IRS name):

Popular name (if different):

Mailing Address:

Business Registration #:

New Mexico CRS #:

Contact Person:

Title:

Email:

Telephone:

Fax:

Authorizing Official:

Title:

Email:

Telephone:

Fax:

Signature:

Date:

Project Title:

Project Period

to:

Amount Requested:

Location:

Seating Capacity:

Community Arts Development Program Application Project Budget, Form B

Please read the instructions for this form before you start.

Applicant (official IRS name):

1. Amount Requested from the City of Santa Fe Arts Commission:

2. Income for this Project

Earned Income:	Total
Ticket Sales	
Memberships	
Other (specify)	
Unearned Income:	
Corporate	
Foundation	
Government	
Private	
Applicant Cash	
Total:	\$

Secured or Committed Income total: \$

Total In-Kind Income: \$

3. Expenses for this Project

	Applicant	City	In-Kind	Total
Personnel:	--	--	--	--
Administration				
Artistic				
Technical				
Outside Fees:	--	--	--	--
Artistic				
Space Rental				
Other				
Operating Expenses:	--	--	--	--
Advertising				
Marketing & Promotion				
Printing				
Production				
Travel				
Shipping				
Capital Expenditures				
Other				
Remaining Expenses:				
Total:	\$	\$	\$	\$

Total Cash Expenses (Applicant + City): \$

Community Arts Development Program Application

Financial Information, Form C

Please read the instructions for this form before you start.

Applicant (official IRS name):

Organizational Budget Information

(Do not include in-kind.)

Date Fiscal Year Begins:

Date Fiscal Year Ends:

Past Fiscal Year
(Actual)

Current Fiscal Year
(Estimated)

Next Fiscal Year
(Projected)

Income:

Earned

Unearned

Total Income:

Total Expenses:

Surplus/Deficit:

Budget Explanation

Using the space provided, please explain the budget information presented. Be sure to explain: a) any increase/decrease of more than 25% between fiscal years; b) plans for reducing any deficit as well as the factors that contributed to the deficit; c) any significant changes in funding sources; d) any other important information. (Please do not leave blank.)